King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 3 **Emergency Procedures**	
3.02.019, Mass Arrest Plan	Approved By:	Director John Diaz
	Effective Date:	September 15, 2021
	Reviewed By:	PRC
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Purpose
To book, detain, and release large numbers of arrestees.

Policy
It is the policy of this Department to maintain a high level of operational readiness so that mass arrests can be processed efficiently, humanely, and safely.

References
Department Policies: 1.01.005, Executive Duty Officer (EDO)
1.01.012, Release of Information
5.01.001, Intake Procedures
5.02.004, Booking Procedures
5.02.014, Fingerprints, Imaging and DNA Collection
5.04.007, Releases

A. General Guidelines

1. If an unanticipated mass arrest situation begins to develop, the Shift Commander shall notify the Major (during business hours), or the EDO (outside business hours) as soon as possible following Department policy 1.01.005, EDO.
2. If the potential for a mass arrest is anticipated, the affected Division Major will determine if an Operational Order will be prepared and, if so, by whom.
3. Every effort should be made to maintain normal booking and entrance procedures following Department policies 5.01.001, Intake Procedures, 5.02.004, Booking Procedures and 5.04.007, Releases.
4. If any conflict should arise between this policy and any specifically written Operational Order, the procedures specified in the Operations Order shall take precedence.
5. The Shift Commander shall notify the Corrections Program Administrator who, along with the presiding Judges, will assess the need to modify standard court procedures.
6. Protesters on differing sides of an issue may be hostile to each other. In such cases, separate holding cells may be appropriate. Staff shall monitor the holding areas at all times.
7. When a mass arrest occurs, the following equipment and supplies shall be made ready in the ITR area:
   a. An adequate number of bed rolls.
   b. An adequate number of sack lunches.

c. An adequate number of inmate uniforms.
d. Adequate numbers of medical screening forms, property forms, superforms and booking packets.
e. C2 [redacted] for removing flex cuffs.
f. Evidence bags and paper bags (large and small).
g. Radios.

8. The Director or designee, or the Public Information Officer (PIO), shall be the only personnel authorized to address the news media. All public information will be released, as necessary, following Department policy 1.01.012, Release of Information.

B. Transportation:

1. If needed, Jail Administration and outside agencies shall design a plan for the transportation of large numbers of arrestees.
2. All transport vehicles shall be used as temporary holding cells when in the vehicle sally port. The arresting agency is responsible for providing staff to assist with the safety and security of the arrestees while waiting in vehicles.

C. Alternative Sites, Mobile Booking, and Booking Tracking Numbers:

1. Jail Administration and outside agencies shall select sites for field operations when a mass arrest operation is anticipated.
2. The Shift Commander is responsible for selecting an appropriate site in the case of unanticipated mass arrests. The Director or EDO must approve any off-site booking location.
3. For field operations, transport vehicles may be equipped to do mobile bookings, pre-bookings, or other operations.
4. If field booking is utilized, as many tasks as possible shall be performed in the field to lessen the workload at the facility. These tasks may include:

C2 [redacted]

5. Pre-issued tracking numbers or incident tracking numbers (such as WTO2-0001) shall be entered as an Identifier Alias in JMS during the booking process. These numbers shall be:
   a. Prefaced with: OA**-** (for example: OA-WTO2-0001).
   b. No longer than twelve alpha-numeric characters.
6. Pre-issued tracking numbers shall be:
   a. Issued on pre-printed labels.
   b. Applied to:
      1) Booking packets.
      2) Superforms.
      3) Photographs.
      4) Property forms.
   c. Capable of being tracked by DAJD, the affected court, and the appropriate outside agencies.

D. Staffing

1. Field staffing will be determined by the number of operations that can be efficiently accomplished at the chosen field site(s) and will be approved by the Division Major or higher authority.
2. The below listed supervisors, at a minimum, will discuss the anticipated number of bookings and arrange for additional staffing in their respective areas to book, process, and house all inmates in a humane and safe manner:
   a. Shift Commander.
   b. ITR Sergeant.
   c. AFIS Supervisor.
   d. Corrections Program Administrator.
   e. Jail Health Supervisor.
   f. Psychiatric Services Administrator.
   g. Others that may have pertinent information.

E. Staff and Prisoner Meals

The Food Services Supervisor will be notified by the Division Major of the anticipated increase in jail population and if outside agency staff are to be provided meals.

F. Intake Procedures

1. The ITR Sergeant will determine when it is appropriate to bring a manageable number of arrestees into pre-book.
2. C2 [redacted].
3. The arrestees shall be admitted to the facility following Department policy 5.01.0001, Intake Procedures.

G. Emergency Overflow Housing

The Shift Commander and the Corrections Program Administrator shall determine the need for non-traditional housing. Options include:

C2 [redacted]